

"If we wait for the moment when everything, absolutely everything, is ready, we shall never begin."
- Ivan Turgenev

TRAINING TIMES

Your Guide to Career Development Training in the Loudoun Area

OCTOBER 2006

Loudoun Workforce Resource Center OCTOBER TRAINING EVENTS

Career Development Opportunities

Oct. 3	9:30-1:30	Professional Résumé Writing
Oct. 3	10:00-12:00	GED Tutoring Sessions *
Oct. 3	1:00-3:00	GED Tutoring Sessions *
Oct. 4	9:30-noon	Click 'n' Drag
Oct. 10	9:00-3:30	GED Orientation & Evaluation
Oct. 10	9:30-12:30	Excel Basic (Part A)
Oct. 11	9:30-12:30	Excel Basic (Part B)
Oct. 12	9:30-12:30	Building a Career Profile
Oct. 12	3:00-4:00	Keyboard Club Orientation
Oct. 13	9:30-1:30	Résumé Writing 101
Oct. 16	12:00-2:00	Interview Workshop
Oct. 18	9:30-12:00	MS Word Basic (Part A)
Oct. 19	9:30-12:30	MS Word Basic (Part B)
Oct. 23	9:00-4:00	Windows XP Introduction
Oct. 26	3:00-4:00	Keyboard Club Orientation
Oct. 30	9:30-11:30	Creating a Free E-mail Account

Career Development Training Workshops
are offered at NO COST.

Call 703-777-0150

*GED tutoring sessions are 4 hours/week. You may register for 2 morning sessions, 2 afternoon sessions or one whole day session per week.

RETURNING **October 23** **WINDOWS XP** **INTRODUCTION**

This workshop will introduce the novice user to the Microsoft Windows XP operating system.

Ever wonder?

- ☐ What's the difference between RAM and ROM?
- ☐ How an icon can get you where you need to go?
- ☐ How the computer helps you with dialogue boxes?
- ☐ Where can I find my documents the next time I turn on the computer?

These common questions and many more will be answered in this workshop.

You will need to be familiar with using a mouse and have some ability to type before taking this class.



Creating a Free Email Account

TODAY having an email account is very important when you are searching for jobs. It is required when you register on many job search sites. You can also give it to prospective employers so they have another way of contacting you.

In this workshop:

- ✉ You will learn how to set-up your own free email account on Yahoo!
- ✉ You will also have the opportunity to practice reading and sending email messages.
- ✉ You will learn how to attach a document.

This workshop is for beginners with little experience using the internet or email.



**Do you offer any
intermediate level
computer classes?**

Yes, we do!
Coming in November

Microsoft Word and Excel Intermediate

To Qualify: You must pass the Prove-it test for the workshop you are interested in. You may take our basic level workshops parts A and B which concludes with the test OR you may come into the Workforce Resource Center and take the test.

For more information on taking these tests, call 703-777-0150 and ask to speak with the Employment Counselor on contact that day.

Need to know the best answers to interview questions? Call 703-777-0150 to register for "Interview Workshop."



This Newsletter has been provided by:

The Loudoun Workforce Resource Center

102 Heritage Way N.E.

Suite 103

Leesburg, VA 20176

(703) 777-0150

wrc@loudoun.gov

Apply Mailing Label
Here



For more information about
One-Stop centers in Northern
Virginia please visit the
Northern Virginia Workforce
Investment Board website at:
www.myskillsource.org



**When the interviewer asks,
Say, "Yes!"**



"Do you have any questions?"

Ask a question that shows them you know something about the company.

"Computer Circle advertises a full range of services for personal computer needs. As part of the team, which services would I be providing the most often?"

"Your website says your company is number 2 in the industry in the Washington Metro area. What is the company's plan for becoming number one and how would my work in this position contribute to that goal?"

Ask a question that shows them you are capable and eager to be productive for the company.

"What are your major concerns that need to be addressed right away in this position?"

"Can you give me an idea of the typical day and the special demands the job has?"

Ask a question that gives you insight into the organization and team you would be working with.

"What attracted you to working for this organization?"

"How do the people who work in this department solve problems that affect everyone in the department?"

Ask a question that asks for the job.

"Is there anything else I can elaborate on so that you would have a better understanding of my qualifications and suitability for this position?"

"This position sounds like it is something I would really like to do. Do you think my experience and skills are a fit?"

Remember- Every answer the interviewer gives, allows you the opportunity to respond with additional information on your qualifications/experience and to clear up any misconceptions.

Ask a closing question.

"What is your next step in the selection process?"